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18 NOV 1958

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77-4592

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Printing Services Situation

1. It is suggested that the Director of Logistics can eliminate the Printing Services NIS backlog without any further increase in the Printing Services Division authorized strength [REDACTED] and without any attempt to slow down the NIS program. This conclusion is reached by the following reasoning:

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a. NIS production has been maintained at an annual rate of slightly better than 625 Sections during the months of July, August, September and October 1958 (backlog of 100 Sections plus regular annual requirement of 500-525 Sections). This has been done even though PSD was not staffed up to its authorized strength during this time and is still 4 short of its currently authorized strength of [REDACTED]. There has been an average on-board increase of 14.5 people in PSD (including an average increase of 9.5 on board in the Admin. Plant) since 1 July 1958. In the last four months PSD has had a net increase of [REDACTED] in personnel and 1.7% in total hours worked. The lower increase in hours worked is due to less overtime per person and more annual leave (during normal vacation time). On this basis the NIS backlog will be eliminated within the next eight months. There is no readily available measurement of other than NIS production.

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b. The additional five positions recommended in the most recent PSD study were the result of a work burden T/O based on FY 1958 figures and were recommended on the basis of no increase in efficiency, no reduction in non-NIS work and no increase in farm-out; the production facts for the first third of FY 1959, as far as known, indicate that varyingly, one or more of these has occurred. Since this took place during a heavy vacation period, it is quite possible that no further increase in PSD personnel is needed at this time. Additionally, technological improvements anticipated but not yet made are expected to further increase efficiency.

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c. If the pending revision of Regulation [REDACTED] (Printing Services)

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gives the Chief, Printing Services Division, real authority to enforce standards of printing for internal CIA use which do not affect the substance of the material, some additional economies in time and money may be made.

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**Chief, Management Staff**

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